



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606  
  
312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **CMAP Finance and Administration Finance Principal (FIPR32016) March 23, 2016**

**Job Category:** Principal  
**Experience Required:** 8 to 10 years  
**Salary Range:** Principal: \$86,200 to \$106,850

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a Finance Principal to manage its Finance and Procurement group. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

### **Position Description**

CMAP seeks to hire a Finance Principal to manage the staff and facilitate the daily operations of the Finance and Procurement group. As a member of the senior management team, this person will report directly to the Deputy Executive Director of Finance and Administration and work closely with Executive and Senior management in the administration of the agency's financial and procurement matters. This position's core responsibilities will be to manage the account receivables and payables process, federal and state reporting requirements, grant management, banking activities, general ledger maintenance and auditing requirements. This position will also be responsible for managing the staff and contracting process to secure goods and services on behalf of the agency.

### **Responsibilities**

- Manage the daily operations of the Finance and Procurement group.
- Oversee the daily processing of account receivables and payables.
- Manage the general ledger, ensuring appropriate journal entries are posted and reconciled to accurately reflect the agency's financial activities.
- Manage the agency's banking activities, including monthly bank reconciliations and fund transfers.
- Process purchase requests in the agency's financial system.
- Ensure that staff are properly trained to use the agency's financial system.
- Work with the Human Resources group to process payroll and complete filing of state and federal income/social security taxes and quarterly 941 reports.
- Manage the issuance of year-end 1099 Misc. forms and the collection and reporting of vendor's W-9s.
- Prepare monthly financial reports in a timely and accurate manner.

- Manage the agency's month and year-end fiscal close-out process.
- Manage grant financial activity and the appropriate federal filings and other required reporting.
- Work with outside auditors to complete the agency's annual audit and reporting requirements.
- Lead the development, improvement, and documentation of internal accounting procedures.
- Manage all contracting activities, to include developing RFPs, RFQs, and RFIs; including participating in the vendor selection process; preparing and negotiating vendor contracts and purchase authorization orders; developing Inter-governmental agreements; and ensuring that all contracting activities comply with federal and state requirements and other grant provisions.
- Develop skills of staff to advance their professional development and to maximize their performance within the agency.

### **Knowledge, Skills and Abilities**

Knowledge of generally accepted accounting standards and financial management and its application in a grant funded environment is critical. Experience in preparing financial reports in a timely and accurate manner is required. Excellent verbal and written communication skills as well as strong analytical and organizational skills are vital for this position. Must have demonstrated leadership and ability to develop employees. Excellent technical skills with financial software/systems and Microsoft Office are required.

### **Education and Experience**

Applicants must have a Bachelor's degree in Accounting, Finance, or a related field, with eight to ten years of experience in accounting or finance with increasing responsibilities for directing and planning those activities. Master's degree or CPA certification is a plus. Experience with managing grants is preferred. General knowledge of procurement processes is also preferred.

### **How to Apply**

Please submit cover letter and resume via the web at: <http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (FIPR2016)**.

### **Posting End Date**

This posting will close on April 6, 2016. All applications must be completed and submitted within that timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*